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Weekly Report for Week Ending 27 August 1958
from
Records Disposition Branch

1. Contributions

25X1A9a ✓ a. Commented on a draft of a Training Aid prepared by Mr. [REDACTED] OTC, describing the contents of the many intelligence information repositories available to the analysts. This publication also will be a useful reference aid for members of this Staff.

b. OCR Records Clean-Up Campaign [REDACTED] 25X1A9a
✓ During the week 11 more safes and file cabinets were released as available for return to Supply Channels. This makes a cumulative total of 65 units of records equipment so released with a current replacement value [REDACTED]

25X1A1a

2. Assignments

a. Office of Central Reference/IR Mock-up [REDACTED] 25X1A9a
✓ Bids on filing equipment were requested and submitted from two vendors, [REDACTED] 25X1A5a1
Due to mistakes in both bids, both vendors have been requested to resubmit their bids by noon today. Screening of the area is progressing rapidly and will probably be completed next week.

b. Legislative Counsel [REDACTED] 25X1A9a
No change from previous report. 25X1A9a

25X1A9a c. Records Systems - Security Staff, New Building [REDACTED]
Met with [REDACTED]
of Building Planning Staff who requested our assistance for developing systems and forms for the security processing of workmen in and out of the building site.
✓ Project will consist of developing several new forms; developing a coding system for badges that will tie into a 3-way cross-reference system; obtaining file equipment; planning office lay-out; and assist in the initial installation. The project has been given priority as the entire system must be ready to operate the first part of October.

25X1A9a ✓ d. Shelf filing/Office of Communications [REDACTED] 25X1A9a
A tentative floor plan has been prepared and will be taken to the Office of Security for approval before submission to [REDACTED] Office of Communications.

✓ e. Office of Communication/Engineering Division [REDACTED] 25X1A9a
Reviewed the area which has been secured for the Index

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The area appears extremely small inasmuch as the original idea of securing the area was to permit the use of mechanized equipment.

- f. Records Management Survey/Office of Personnel [REDACTED] 25X1A9a
No change from previous report.
✓ Awaiting delivery of filing equipment.

- g. Subject-Numeric Files Installation in OP [REDACTED] 25X1A9a
35% completed (11 installed of 31 potential). IAS
✓ Pool has prepared 10 sets of standard folders and guides for future installations. Scheduled to start in IAS Pool 28 August and POD (5 potentials files) 2 Sept.

3. Vital Materials

- a. Microfilming of Vital Materials in the Office of Personnel and OCR/IR continues. These projects are 40 and 65% complete, respectively.

- 25X1A9a b. In order to speed up the commencing of filming the OCR/GR Photo Files, overtime has been approved for a technician to make necessary adjustments to the camera to be used. Mr. [REDACTED] Printing and Reproduction, states that the camera should be delivered to Building 14 next week. He also has placed a call to Eastman Kodak requesting that an advance shipment of film be expedited. It is hoped that this project will begin early in September.

- 25X1A9a c. A meeting was held with OCR representatives to discuss the current depositing of the OCR/GR 70 mm negatives. The repository has reported that between one and two days is required to arrange these negatives in numerical order. It was agreed that Graphics Register personnel will arrange future deposits in numerical sequence prior to transferring to the Repository. 25X1A9a 25X1A8a

- d. Mr. [REDACTED] a JOT, Mrs. [REDACTED] OCR and Mr. [REDACTED] 25X1A9a
accompanied last weeks trip to the Repository. All also visited the Records Center.

4. News

- ✓ a. The shelf filing installation in the Office of Security has been completed. All records have been transferred to the shelving thereby releasing 530 letter size cabinets.

- ✓ b. Conducted a records disposal program in the Vital Materials Section and destroyed 2 cu. ft. of obsolete records. This released space in one file drawer for assignment to another analyst.

[REDACTED] 25X1A9a